

CONGRESSMAN
**SCOTT
FRANKLIN**

Proudly serving **Florida's 18th** Congressional District



MEETING/EVENT REQUEST FORM

Thank you for requesting a meeting or appearance with Congressman Franklin. Please complete the request form in its entirety and email to FL18schedulingrequests@mail.house.gov.

Today's Date: _____ Request Type: ☐ Meeting ☐ Event Meeting/Event Type: ☐ In Person ☐ By Phone ☐ Virtual

Location: ☐ Washington, DC ☐ Lakeland District Office ☐ Other: _____

Meeting/Event Date: _____ Start Time: _____ End Time: _____

Alternative Dates: _____

CONTACT INFORMATION

Organization Name: _____

Primary Contact: _____ Title: _____

Office Number: _____ Cell Number: _____

Email Address: _____

Mailing Address: _____

MEETING/EVENT INFORMATION

Meeting/Event Name: _____

Event Venue and Address: _____

☐ Washington, DC Office ☐ Lakeland District Office

Event Point of Contact (POC): _____ Event POC Cell Number: _____

Description/Background of Meeting/Event:

☐ Please provide agenda, and/or itinerary, if applicable.

Policy Issues:

☐ Please attach one-pagers, brochures, and any other relevant materials.

Number of Attendees Expected: _____ (Please provide the names of the primary participants by completing the attached primary attendee list or email an alternative attached list to FL18schedulingrequests@mail.house.gov.)

APPEARANCE REQUESTS

Appearance Type: ☐ Keynote Address ☐ Provide Welcome ☐ Brief Remarks ☐ Roundtable ☐ Drop-by Only ☐ Tour

☐ **Remarks Request:** Topic: _____ **Length of Remarks (minutes):** _____

ADDITIONAL INFORMATION

Refreshments/M meal: ☐ Yes ☐ No **Media Invited:** ☐ Yes ☐ No

Audio/Visual (Microphone): ☐ Yes ☐ No **Podium:** ☐ Yes ☐ No

Attire: ☐ Casual ☐ Business Casual ☐ Formal

Protective Footwear Requirements: ☐ Yes ☐ No **Instructions:** _____

Questions and Answers (Q&A): ☐ Yes ☐ No

Please note, questions are respectfully requested no later than one week prior to the event.

Parking Instructions: _____

Security: ☐ Yes ☐ No

Please provide any additional information regarding the meeting and/or event that may be pertinent:

Congressman Franklin is honored to be invited, and appreciates the opportunity to participate. A member of the office will follow-up as soon as possible. Please feel free to contact our Washington, DC or Lakeland District Office for updates. Thank you!

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PRIMARY ATTENDEE LIST

Please provide the names of the primary participants below or send a list with attendee's name, title, and organizational name or constituent address to FL18schedulingrequests@mail.house.gov.

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